

**UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF ALABAMA**

**Clerk of Court  
Vacancy Announcement**

**Position Title:** Clerk of Court

**Location:** Birmingham, Alabama

**Salary Range:** JSP 17 - \$138,685 - \$150,664

**Application Closing Date:** December 1, 2006

**Employment Start Date:** After February 1, 2007

**Management experience in a federal or state court system  
or administrative office of courts is required.**

**Nature of the Position**

The Clerk of Court is appointed by the judges of the Court. This is a high-level management position. The Clerk of Court is responsible for managing the administrative activities of the Clerk's office and overseeing the performance of the statutory duties of the office. Included among the responsibilities are policy implementation and monitoring, long-range planning, budgeting, financial management, automation, human resource management, property procurement and management, and public relations. The duty station for this position is Birmingham, Alabama, which is also the location of three of the six bankruptcy judges sitting in this district. Of the other three judges, one sits in Anniston, one sits in Decatur, and one sits in Tuscaloosa. Each of these four locations has staffed divisional offices of the Clerk's office. The Clerk is responsible for a staff of about 80 employees.

**Standards and Qualifications**

**I. STANDARDS:**

To be qualified for appointment, candidates must meet the following standards:

**A. SELECTIVE FACTOR**

**Management experience in a federal or state court system or administrative office of courts is required.** This requirement is judged to be required for satisfactory performance for this position and one which it is believed cannot be learned in a reasonable period of time. This requirement is added to the basic qualification standards that apply to the position. **To be eligible for selection, applicants must meet this specified selective factor.**

**B. EXPERIENCE**

**1. General**

A minimum of 10 years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural and human aspects in managing an organization.

**2. Management Responsibility**

In addition to satisfying the selective factor experience, at least three of the 10 years experience must have been in a position of substantial management responsibility.

3. Practice of Law: Active Practice

An attorney who is in the active practice of law in either the public or private sector may substitute the active practice on a year-for-year basis for the management or administrative experience requirement, but not the selective factor experience.

C. EDUCATIONAL EQUIVALENTS

1. Undergraduate

Education in a college or university of recognized standing may be substituted for a maximum of 3 years of the required general experience on the basis of one academic year of education equals 9 months of experience. A bachelor's degree from a college or university of recognized standing may be substituted for 3 years of the required general experience. Preferably such degree should have included courses in law, government, public, business or judicial administration or related fields.

2. Postgraduate

A postgraduate degree in public, business or judicial administration from such a college or university may be substituted for one additional year of the required general experience.

3. Legal

A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

**Information for Applicants**

The United States Bankruptcy Court is part of the judicial branch of the United States government. Court employees are not included in the federal government's Civil Service competitive service classification. They are, however, entitled to similar benefits as other federal employees including, paid vacation, sick leave, choice of health benefit plans, and participation in the Federal Employees Retirement System and the Thrift Savings Plan. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay. The best-suited applicants may be invited for interviews. Travel expenses for those interviews may be available. Relocation expenses for the selected candidate may be available. The successful applicant is subject to a background check. The Court will check references and contact former employers and/or subordinates. The Clerk serves at the pleasure of the Court and is an at will employee. Applicants must be a U.S. citizen or must be eligible to work in the U.S. and be eligible to receive compensation from the U.S. government. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one.

**Application Procedure**

Qualified persons are invited to submit an original and six copies of a detailed resume including educational, employment and salary history. The resume should include at least three references who may be contacted by the Court.

The Court may call references or other individuals familiar with the applicant prior to an interview or selection of the applicant.

Please submit resumes in an envelope marked CONFIDENTIAL to:

Honorable C. Michael Stilson  
Bankruptcy Judge  
United States Bankruptcy Court  
Northern District of Alabama  
1118 Greensboro Avenue  
Tuscaloosa, Alabama 35401

***The United States Bankruptcy Court is an equal opportunity employer.***